

Technical Branch
Miscellaneous Technical Group

GRAPHIC TECHNICIAN
02/91

CHARACTERISTICS OF THE CLASS:

Under general supervision, designs and fabricates brochures, charts, audiovisual aids, and educational exhibit graphics and signs; performs related duties as required.

EXAMPLES OF DUTIES:

Designs, fabricates and constructs brochures, charts, illustrations and displays or exhibits; performs photographic, silk screen, layout, reproduction and mounting techniques; coordinates outside contractor support including artwork, photography, reproduction, translation and fabrication; paints signs, logos, markings and hand lettering; uses computer graphics and publishing programs; prepares presentations and mock-ups; assists in selection of paper and materials for printed or presentation graphics; monitors inventory, ordering and maintenance of equipment.

MINIMUM QUALIFICATIONS:

Training and Experience: An Associate's Degree in Graphic Arts, Commercial Art, Management Information Systems, Drafting or related field and two years of graphics-related experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of principles, practices and techniques of written and visual communications; good knowledge of artwork processes, graphic art and related techniques; knowledge of computer graphic design; knowledge of general mass communication or public information techniques; knowledge of literature search techniques; knowledge of photographic, reproduction and printing techniques.

Ability to research, design and develop educational graphics; ability to review, edit and critique graphic content; ability to produce finished graphics on various media; ability to visualize three dimensions and do art work; ability to express oneself clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with fellow employees, contractors and general public.

Skill in graphic layout and design; skill in use of computer; skill in use of art materials; skill in working with groups.

Licenses and Certificates: Valid U.S. Driver's License.

Director of Personnel

Department Head